



**THE CITY OF EUREKA
EUREKA POLICE DEPARTMENT**

DEPARTMENT ORDER 2016-02

DATE: February 29, 2016

TO: All EPD Personnel

FROM: Andrew Mills, Chief of Police

SUBJECT: Station Security

The physical security of all EPD buildings is vital to the health and welfare of each employee. There are measures in place to protect each employee as well as the mission of keeping Eureka safe. All of Eureka's communications equipment for police, fire and medics are centered here, therefore this building must be kept secure.

Additionally, the Department of Justice has implemented strict guidelines on who can be in the station, the Records and Communications sections. DOJ also controls who sees print outs of DMV, Criminal History and crime reports. DOJ demands that those in a position to be in the station without an escort must have a background clearance and have taken the CLETS test annually. To comply with DOJ requirements, EPD will ensure all policy is adhered to by EPD and City Personnel and vendors with access to EPD. In the light of 9/11 this is common sense.

In order to enhance security and comply with DOJ requirements, EPD will ensure:

1. Each person has visible ID showing while they are in the building. If they are escorted the entire time by EPD personnel, the visible ID is not needed.
2. All persons with unescorted access will undergo a background check and pass an annual CLETS test.
3. Members should challenge all people in the building who are unescorted and without visible Department issued ID.
4. All EPD personnel will secure print outs of personal data from CLETS, DMV or DOJ when not attending to that information.
5. All doors are secured, particularly the door to the parking lot.
6. Limit the number of electronic key cards issued, internally and to outside persons.
7. Limit access to sensitive areas of the Department to those with direct responsibility.



If you have any questions about this Department Order please seek advice from your supervisor.





**THE CITY OF EUREKA
EUREKA POLICE DEPARTMENT**

DEPARTMENT ORDER 2016-03

DATE: April 12, 2016

TO: EPD Sworn Personnel

FROM: Andrew Mills, Chief of Police

SUBJECT: Modifications to Department Issued Holsters

Eureka Police Department Policy 311.4.2 – Holsters, states the following: *“Only department-approved holsters shall be used and worn by members. Members shall periodically inspect their holsters to make sure they are serviceable and provide the proper security and retention of the handgun.”*

The department chose the holsters for Sworn Patrol Officers based on the level of security the holsters provide and their retention levels. Modifications of these holsters are not permitted. Such things as removing the shroud, the rotating hood strap, modifies the holster and is not permitted.

Any officer that chooses to carry a .45 caliber handgun on patrol will need to purchase their own holster. This holster must meet the same specifications, security, and retention levels as the holster issued by the department.

This general order affects only those officers assigned to uniform patrol. Detectives, given their positions as such, have a need to carry different types and styles of holsters based on their assignment, therefore are not subject to this general order. If a Detective works a patrol assignment, in patrol uniform, then they are subject to this general order.

If you have any questions about this Department Order please seek advice from your supervisor.



**THE CITY OF EUREKA
EUREKA POLICE DEPARTMENT**

DEPARTMENT ORDER 2016-04

DATE: April 25, 2016
TO: All EPD Personnel
FROM: Andrew Mills, Chief of Police
SUBJECT: Body Worn Camera Policy

I. PURPOSE AND SCOPE

This policy provides guidelines for Department members using body worn cameras while in the performance of their duties. This policy will also provide a procedure for preserving the digital media in its appropriate storage location. This applies to all Department members who are assigned to wear and do wear a body worn camera.

II. BACKGROUND

Body Worn Cameras have shown to help strengthen accountability and transparency, and can assist in de-escalating conflicts, resulting in more constructive encounters between the police and members of the community. Cameras provide additional documentation of police/public encounters and may be an important tool for collecting evidence and maintaining public trust. There is also a learning curve that comes with using body-worn cameras. The Department recognizes that it may take time for members to become accustomed to utilizing body worn cameras and becoming familiar with the new processes and procedures required for such utilization. Accordingly, the Department will provide training to all personnel assigned the use of a Body Worn Camera. This training shall include the mechanical operation of the Body Worn Camera and the operation of this and related Department policies.

Video cannot always show the full story nor does it capture an entire scene or an officer's emotion.



The use of Body Worn Cameras does not reduce the requirement to provide thorough written documentation. Persons reviewing recordings must also be cautious before conclusions are reached about what the video purportedly demonstrates or does not demonstrate. It is the goal of the Eureka Police Department to provide an additional level of protection for our officers through the use of the body-worn cameras which will help mitigate citizen complaints.

III. DEFINITIONS

Body Worn Camera (BWC) – A Camera, authorized for use by the department, that is worn on an individual officer’s person that records and stores audio and video.

Digital Evidence – BWC files, including photographs, audio recordings and video footage, captured by a BWC and stored digitally.

Metadata – Case numbers, Incident numbers, and other descriptors used to identify digital evidence.

IV. PROCEDURE

A. Officer and Public Safety takes precedence over recording events.

Officer safety shall be the primary consideration when contacting citizens or conducting vehicle stops, not the ability to record an event.

B. Advisement about Recording

1. Private Citizens do not have a reasonable expectation of privacy when talking with police officers during the scope of an officer’s official duties, even when the contact is in a private residence. Therefore, officers are not required to give notice that they are recording. However, if asked, officers shall advise citizens they are being recorded.
2. Officers are not required to initiate or cease recording an event, situation or circumstance solely at the demand of a citizen.
3. Officers and supervisors involved in the investigation of a complaint against a member of the police department must inform complainants and witnesses they are being recorded.



4. Members of this department shall not surreptitiously record another department member without a court order or unless lawfully authorized by the Chief of Police or the authorized designee.

C. When and Where to Record

1. Enforcement Related Contacts

- A. Officers shall record all enforcement related contacts. The camera should be activated prior to the actual contact with the citizen as practicable, or as soon as safely possible thereafter, and continue recording until the contact is concluded.
- B. Enforcement related contacts include the following: Traffic stops, field interviews, detentions, arrests, person present at calls for service who are accused of crimes and consensual contacts in which the officer is attempting to develop reasonable suspicion on the subject of the encounter.
- C. When providing cover to another member of this department or allied law enforcement officer during an enforcement contact.
- D. Officers working plain clothes, or reactive investigation assignments when not wearing a BWC are exempt from this policy. If they are wearing a camera, then the Officers will comply with the policy.

2. Suspect Interviews

- A. Officers are encouraged to fully record suspect interviews. Officers should not stop and start the recording during a suspect interview. However, if there is a time the interview needs to be stopped the officer should record the reason for the stoppage on the camera prior to turning the camera off.
- B. When recording interviews, officers shall ensure they record any admonishments prior to the start of an interview.

3. Private Residences

Private Citizens have a reasonable expectation of privacy in their homes. However, when officers are lawfully present in a home (warrant, consent, or exigent circumstances) in the course of their official duties, the expectation of privacy is removed.



4. Searches

Officers should record during the execution of a search warrant, an arrest warrant, a probation or parole search, or a consent search in which the officer is looking for evidence or contraband.

5. Special Events

Officer's use of BWCs at special events is at the discretion of the supervisor on scene.

D. When and Where NOT to Record

1. BWCs shall not be used to record non-work related activity.
2. BWCs shall not be used to record in areas or activities such as pre-shift conferences, Department locker rooms, break rooms, or other activities not related to criminal investigations.
3. BWCs shall not be activated in places where persons have a reasonable expectation of privacy, such as locker rooms, dressing rooms, or restrooms.
4. BWCs shall not be used during Department administrative investigations.
5. When possible, officers should avoid recording exposed areas of the body that could cause embarrassment or humiliation, such as exposed breast, groin, etc.
6. SWAT Operations/Missions
 - a. BWCs shall not be used during planned/official SWAT missions.
 - b. These missions are multi-jurisdictional and the use of the BWCs may conflict with other department's policies and procedures.
 - c. The use of BWCs during SWAT missions could compromise tactics which could compromise the Operator's safety.
7. Patient Privacy



- a. Officers shall not record patients/suspects during routine medical or psychological evaluations by a clinician or similar professional, or during treatment. However, if a patient/suspect becomes hostile, threatening, or begins to act aggressively, then the use of the Body Worn Camera is authorized. This includes during MIST street level interviews. However, any W&I 5150 call for service, attempt suicide or suicidal subject call shall be recorded.
- b. Officers shall be aware of patients' rights to privacy when in hospital settings. When recording in hospitals and other medical facilities, officers shall be careful to avoid recording persons other than the suspect.
- c. Officers shall not record while in a facility whose primary purpose is to provide psychiatric services unless responding to a radio call involving a suspect who is still present or when delivering an individual to a facility who is on a mental health hold.
- d. Officers shall not record while inside jail facilities, unless you are recording a suspect you have arrested and are processing through the booking process.

8. Victim and Witness Interviews

- a. Victim and witness statements and interactions should be recorded except as noted in sections "c".
- b. Domestic violence victims often recant their statement as early as the following morning after a crime. Victims may also make their children unavailable for investigators or court to avoid their providing statements. For these reasons, all domestic violence victim's statements should be recorded. Officers should also record the statement of children of domestic violence victims who are witnesses in these types of cases.
- c. BWCs shall not be used to record an interview or statement of victims, witnesses, or parents of victims during filed investigations concerning Sex Crimes or Child Abuse investigations.

9. Demonstrations



- a. As a general policy, Department personnel should refrain from video recording or photographing peaceful demonstrations.
 - b. Where there is reason to believe that a planned event has the potential for unlawful activity, Commanding Officers should make the determination whether visual recording or photographing is appropriate.
10. Generally, officers should not record informal or casual encounters with members of the public. Officers should consider that recording people in some circumstances may inhibit sharing neighborhood information or developing strong ties between members of the community and officers.

E. Documentation of Recorded Events

All recordings shall be documented, such as in a written report, citation, Field Interview card, Traffic Warning, or CAD incident history.

1. Crime reports – “BWC Recording” shall be recorded in the narrative
2. Traffic Citations – “BWC Recording” shall be recorded in the space just below the citation number and about the case number box.
3. Traffic Warnings and Field Interviews – “BWC Recording” shall be documented in the narrative field utilizing your MDC or by notifying dispatch.
4. Other Reports – “BWC Recording” shall be documented in the narrative.
5. Other Recordings – Non evidentiary recordings, such as inadvertent recordings, recordings initiated for training, or recordings with no associated report shall be noted for deletion.

F. Reviewing Recordings

1. Officers may review their own recordings. This includes arrests where force is used. During investigations involving use of force it is recommended that officers write their reports first from their recollection of the events as they remember them and then review the video and add clarifying information to the reports.



2. In incidents where an officer's actions result in the serious bodily injury or death of another, such as an Officer Involved Shooting or any other incident where the Critical Incident Response Team (C.I.R.T.) is activated to investigate, Officers will provide the investigators a statement based on their recollection of the events prior to watching any video evidence that was captured.
3. Detectives are responsible for reviewing, updating and tracking digital evidence associated with their assigned cases.
4. Officer should review digital evidence prior to providing testimony at hearings, trial, or depositions.
5. The Department will not randomly review recorded videos for the purpose of general performance review, for routine preparation of performance reports, or to discover misconduct and/or policy violations.
6. Digital evidence may be reviewed for administrative purposes limited to the following:
 - a. Any incident in which a member of the Department is injured or killed during the performance of their duties.
 - b. Any incident involving the use of force by a member of the Department, including canines, which results in injury or death.
 - c. Any in-custody death.
 - d. Any police pursuit.
 - e. When any member of the Department intentionally or unintentionally discharges a firearm at a person regardless whether an individual is struck.
 - f. When any member of the Department not involved in training intentionally or unintentionally discharges a Less Lethal Weapon at a person regardless whether an individual is struck.
 - g. When any member of the Department not involved in training intentionally or unintentionally discharges a Conductive Energy Weapon at a person, including the application of a drive stun.
 - h. Officer involved traffic collisions.



- i. Prior to the release of recordings in response to a proper legal request (e.g., in response to a subpoena or other court order).
 - j. In preparation for a civil deposition or responding to an interrogatory where the incident arises from the employee's official duties.
 - k. When preparing to testify in a criminal, civil, or administrative proceeding arising from the employee's official duties.
 - l. For investigations undertaken by the Department, for the purpose of proving or disproving specific allegations of misconduct.
 - m. For administrative proceedings, when recordings is used by the Department for the purpose of proving or disproving allegations of misconduct, only recordings relevant to the investigative scope shall be viewed and retained by investigators. Information relevant to the recordings viewed and seized as evidence by investigators shall be documented as part of the chronological summary of any investigation undertaken by the Department.
 - n. For the purpose of audits to ensure this policy is being adhered to and to ensure the cameras and associated equipment are working properly.
7. In situations where there is a need to review digital evidence not covered by this procedure, a captain or higher must approve the request. Each situation will be evaluated on a case by case basis.

G. Discovery of Misconduct

Employees reviewing event recordings should remain focused on the incident or the incidents in question and review only those recordings relevant to their investigative scope. If improper conduct is discovered during any review of digital evidence, the person who discovered the conduct in question shall notify a supervisor. Nothing in this procedure prohibits addressing policy violations.

H. Copying and Releasing Digital Evidence

Digital evidence captured on BWC shall be treated as official records and handled pursuant to existing Department policies and procedures.



I. Use of Digital Evidence for Training Purposes

Officers and supervisors may find it useful, and are encouraged, to review recordings of incidents of which they were involved when beneficial for the purpose of conducting a tactical debrief. When an incident is recorded which may be of value as a training aid for a broad section of the Department, the recording officer or that officer's supervisor should contact a Captain who will review the digital evidence to determine the value of the incident for training. If the Captain determines the incident would be an appropriate training aid, the Captain shall present the video to the Command Staff for final approval.

- J.** BWC video shall not be used to ridicule or make fun of any employee of the Eureka Police Department, any member of an allied agency, or any suspect, victim or citizen.

K. Camera Assignments and Digital Evidence Storage:

Officers will obtain their assigned cameras or sign out a camera at the beginning of each watch or other assigned time they are on duty as a Patrol Officer. Cameras will be maintained in the designated Transfer/Charging stations when not in use and shall be left in the Transfer/Charging stations at the end of each watch.

All digital evidence shall be securely downloaded periodically and no later than at the end of each watch. Digital evidence will be downloaded by placing the body worn camera in the Transfer Station and video transferred to the secured server. Once the videos are downloaded/transferred, officers shall ensure all the necessary metadata such as, Event Category, Case or Citation Numbers, Notes, and Purging Restrictions are applied to the digital evidence or a request is made to the System Administrator for such information to be added has been submitted through the Chain of Command.



**THE CITY OF EUREKA
EUREKA POLICE DEPARTMENT**

DEPARTMENT ORDER 2016-05

DATE: October 10, 2016

TO: EPD Sworn Personnel

FROM: Andrew Mills, Chief of Police

SUBJECT: Wearing of Duty Belt Suspenders

The administration understands that there are employees who have back and hip injuries or conditions that are aggravated by the weight of the duty belt and necessary accessories and equipment. In an attempt to help ease some of these conditions and to create a healthier working situation the administration is authorizing the wearing of external duty belt suspenders.

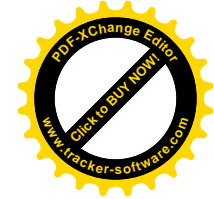
Any employee requesting to wear these duty belt suspenders must submit a memorandum to Captain Stephens via your Chain of Command explaining your need and desire to use this piece of equipment. In addition to the memorandum, a letter from your physician must be submitted stating you have such a condition that would benefit from the wearing of the suspenders. Once this information is submitted it will be evaluated by Captain Stephens and your authorization given to wear the suspenders.

The authorized suspenders are Tactical Tailor LE Duty Belt Suspenders. Employees wearing the suspenders will be required to buy a Police patch to affix to the back of the suspenders. The patch is to be 2" x 4", gold "POLICE" on black backing affixed to Velcro.

The purchase of the suspenders, patch and any additional costs are the responsibility of the employee.

This general order will remain in effect while the safety committee continues to meet and review options for safety equipment such as weight bearing suspender systems.

If you have any questions please forward them through your Chain of Command.



**THE CITY OF EUREKA
EUREKA POLICE DEPARTMENT**

DEPARTMENT GENERAL ORDER 2016-06

DATE: November 11, 2016

TO: EPD Sworn Personnel

FROM: Brian Stephens, Captain

SUBJECT: Report Writing Requirements/Pending Slips

343.1.1 REPORT PREPARATION

Employees should ensure that reports are sufficiently detailed for their purpose and free from errors prior to submission. It is the responsibility of the assigned employee to complete and submit all reports taken during the shift before going off-duty unless permission to hold the report has been approved by a supervisor. Generally, reports requiring prompt follow-up action on active leads, or arrest reports where the suspect remains in custody should not be held.

343.3 GENERAL POLICY OF EXPEDITIOUS REPORTING

In general, all officers and supervisors shall act with promptness and efficiency in the preparation and processing of all reports. An incomplete report, unorganized reports or reports delayed without supervisory approval are not acceptable. Reports shall be processed according to established priorities or according to special priority necessary under exceptional circumstances.

REPORT WRITING GUIDELINES:

In an effort to further support the Report Writing Policy, see appropriate sections above, by establishing more defined expectations and guidelines the following Report Writing Protocol will be effective immediately:

- All in-custody reports (not being OR'd or making Bail) must be completed either by the end of your watch or within 24 hours of the arrest. If it is your last scheduled work day of the week, the report must be completed before you go off-duty.



- All juvenile in-custody (Booked at Juvenile Hall) reports must be completed before you go off-duty on the date the arrest was made.
- Any Use of Force report or Officer Injury report must be completed by the end of your work day or within 24 hours of the arrest, if approved by your Supervisor.
- Any supplemental reports that are associated with these three report approval requirements, above, must be completed within the same parameters as the type of report.
- All arrest reports must be completed by the end of your last scheduled work day of your work week.
- Pending Slips will be submitted for ALL reports not completed and turned in by the end of your work day.
- In reference to crime reports the Sergeants/Supervisors will give a due date of one (1) week from the date the report was taken and the pending slip submitted.
- In reference to traffic collision reports the Sergeants/Supervisors will give a due date of two (2) weeks from the date the report was taken and the pending slip submitted.
- CIS Call-Outs: Anytime CIS is called out to a scene to take over an investigation or called and advised of an investigation that they will assume responsibility for the next day, the Primary Officer must complete the incident report and all media, from all involved officers, must be uploaded prior to going off duty. This will give the assigned detective the information they need to properly follow-up and assume the investigation.
- It is the officer's responsibility to check with their Watch Commander prior to going off duty to ensure submitted reports have been approved or any corrections made and then re-submitted. To ensure reports are approved in a timely manner, all required reports (I/C, Use of Force, Officer Injury and Juvenile Arrest) should be submitted one hour prior to end of watch to the Watch Commander, if possible.
- It is the Watch Commander's responsibility to notify officers of any denied reports that must be completed prior to going off-duty.
- Watch Commanders/Supervisors have the authorization to make necessary adjustments to this order on a case by case basis and that adjustment must be noted on the pending slip.



**THE CITY OF EUREKA
EUREKA POLICE DEPARTMENT**

DEPARTMENT GENERAL ORDER 2016-07

DATE: April 6, 2018

TO: EPD Sworn Personnel, EPD Dispatch

FROM: Patrick O'Neill, Captain

SUBJECT: Light Duty Personnel and Calls for Service at HQ (amended)

Effective immediately, the following protocol will be adhered to when dispatching patrol officers, who are assigned to a Light Duty status at Eureka Police Department headquarters, to calls for service.

Light duty personnel assigned to Light Duty will handle "cold" reports over the phone or counter reports. Light Duty personnel may handle "cold" calls with suspect information. However, any follow-up requiring suspect contact will be forwarded to a patrol officer(s) to complete.

Calls for service will be dispatched to the officers once they report they are on-duty. Calls for service will be banked for these officers, assigned to them and placed on the holding screen. It will be the responsibility of these officers to monitor their pending calls and notify dispatch when they clear one call and are out on a pending call. Counter contacts may take precedent over pending reports.

Light duty personnel generally will not be dispatched to or have any other calls for service assigned to them beginning one hour prior to their off-duty time. This will allow the officer to contact the reporting parties for any calls for service they have in their pending calls screen and make arrangements for them to contact them at a later date and time, preferably the next morning, or to handle these calls prior to going off-duty. If a reporting party doesn't agree to contact at a later time then the call will be re-assigned to a patrol officer who is on-duty. This last hour will also allow the light duty officer to complete reports and submit them for approval or pend them for completion at a later time.

Nothing in this order supersedes the Watch Commanders ability to adjust the order due to circumstances that possibly could arise.



THE CITY OF EUREKA
EUREKA POLICE DEPARTMENT

M E M O R A N D U M

DATE: November 4, 2016

TO: All EPD Personnel

FROM: Stephen Watson, Captain, Investigations/Service Area 1 Commander

SUBJECT: Animal Bite Report Procedures

The following procedures for handling animal bite reports have been prepared by ACO Celeste Villarreal and are effective immediately.

If an animal has bitten a human, fill out a bite report form and put the completed form in the Animal Control box. *A bite is defined as the use of teeth to break skin.* If possible take clear pictures of the wound and forward them to the Animal Control Officer (ACO).

Domestic Animals:

- 1) Find the animal in question as soon as possible and make sure that it is secure.
- 2) If the animal has a known owner, ensure that the owner will keep them contained on their fenced property and away from people and other animals. The Animal Control Officer will contact them to determine quarantine location. The animal shall not leave the owner's property for any reason during this time.
- 3) If the owner cannot or will not keep the animal secure, it **must** be quarantined at the Humboldt County Animal Shelter (HCAS) and the owner will be subject to all applicable fees. If the owner does not have a home address or is living in their vehicle the animal **must** be quarantined at HCAS.
- 4) If the animal does not have a known owner, it must be transported for quarantine to HCAS.
- 5) Quarantine is for 10 days. During that time, the animal must have limited contact with any other humans or animals. Inform the owner that Animal Control will be in contact with them to explain the quarantine requirements to them.

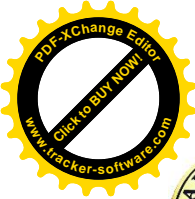


- a. Quarantine does not ensure that the animal will be euthanized - it is merely to keep the animal under observation to determine if it has rabies.
- b. Per California Health and Safety Code 121705 & 121710, it is a misdemeanor, with a significant fine attached, to fail to quarantine or produce an animal that might have rabies, or has bitten, or to fail to give information about such an animal.
- c. All animals who bite a human are subject to quarantine, even if the animal is licensed and vaccinated or if the bite was provoked or occurred while the animal was protecting the owner or the owner's property.

6) Animals **must** be quarantined. Owners **SHALL NOT** euthanize the animal in lieu of quarantine.

Wild Animals:

- 1) If the animal is wild or feral, reasonable effort should be made to capture the animal for quarantine.
- 2) If the animal is wild and must be killed, do not shoot it in the head.
- 3) The dead animal must then be turned over to Environmental Health (707) 445-6215. If they are closed, keep the body in the EPD Animal Control ice chest (with ice) until they are able to take possession of it.
 - a. The ice chest is clearly marked "Animal Control – Biohazard" and will be kept on the shelf under the overhang.
 - b. Be sure to put the body in a large heavy duty garbage bag.
 - c. Ice can be purchased with the department credit card with authorization from the Watch Commander.



Eureka Police Department



CHALLENGE COIN AWARD PROGRAM

EFFECTIVE DATE:
October 18, 2012

I. POLICY

The Eureka Police Department is committed to promoting community policing concepts and positive relations with the public we serve. This goal may be furthered by acknowledging citizens and employees alike who commit acts of extraordinary kindness, unselfishly give of themselves to help others, or perform other good deeds that go above and beyond the normal courtesies society expects.

To this end, a special "challenge coin" minted for this Department may be awarded to citizens and employees who give of themselves in an exceptional manner. This unique full-color coin represents the Eureka Police Department's cherished values of VALOR, SERVICE, and COMMUNITY and should be carried proudly. These values are printed on the coin's face surrounding the Great Seal of the State of California. The reverse side of the coin depicts the emblem found on the Eureka Police Department patch.

II. PURPOSE

The purpose of this policy is to provide guidelines that encourage Eureka Police Department employees to seek out citizens worthy of recognition, while maintaining high standards to retain the special status that should accompany any coin presentation.

III. PROCEDURES

- A. Each employee is encouraged to be vigilant in recognizing acts of extraordinary kindness or helpfulness by another toward their fellow citizens.
- B. When an employee believes that a deserving act has been committed, the employee may request to present the person(s) with a challenge coin on behalf of the Department as a reward for their act of kindness or selflessness.
- C. In order to preserve the special status of the coin award, careful thought should be given to the nature of the act being considered. Employees are encouraged to only recognize deeds that truly rise above commonplace



acts of courtesy among citizens, so the recipient is aware of the special nature of the award.

- D. When an employee makes this judgment and wishes to reward a person with a coin, the employee must fill out a brief memorandum (or “presentation card”) with the recipient’s name, address, phone number, and a short summary of the circumstances as noted by the giver.
- E. This memorandum will be forwarded, via established chain of command procedures, to the Chief of Police for review and final approval (e.g. recommending employee → program coordinator → Chief).
- F. The Chief of Police or his designee will award the Challenge Coin to the recipient along with a formal certificate of appreciation/recognition prepared by the Chief’s Office.
- G. The memorandum and certificate will be kept on file with the Office of the Chief. The program will be monitored to ensure that Department’s goals are being achieved by the program.
- H. Stories of Challenge Coin recipients may be posted (with their permission) on the City of Eureka’s website and on the Department’s Facebook page.
- I. A special presentation of the coin honoring the recipient may also be made before the City Council at one of their regularly scheduled meetings. In such cases, the Challenge Coin will be presented to the recipient by the Mayor, Chief of Police, or their designee.

Murl Harpham,
Chief of Police



Eureka Police Department
General Order
Homeless Enforcement Policy
November 2, 2016

Background

Since the May 2, 2016 Palco marsh move out, the City has allowed homeless to sleep in designated areas of the City. Camping at these locations will end as of November 3, 2016, and no longer will persons be allowed to camp in the city. Due to high rates of violent crime and theft it has become in the best interest of the City to disband the sleeping locations. Instead, Betty's Blue Angel Village, the Eureka Rescue Mission and St. Vicente DePaul are the primary housing location for the homeless.

Procedure

The Eureka Police Department (EPD) will only enforce illegal camping (93.02 EMC) during night time hours when there is a citizen's complaint. Even then, officers must have a person willing to sign a complaint if the person(s) is on private property. If a person is camping on public property, the officer has discretion on the type and level of enforcement. During daytime hours, camping in the City will not be allowed. Tents cannot be left erected anywhere in the city during the daylight and property cannot be stored on public lands. The only exception to this policy is when direction is given to officers, by the chief of police or a police captain, exempting enforcement due to environmental circumstances.

Exemptions

The chief of police will notify patrol that enforcement can be reduced when one of the following circumstances exist:

1. All bed for homeless to get rest in Eureka are full.
2. The weather is so bad that forcing people to move would be inhumane and inappropriate.
3. Other circumstance compel the police to use discretion in the level of enforcement.



Homeless Enforcement Order
November 2, 2016



Weekly the Chief of Police will ensure beds are available in the City for homeless persons to sleep. Police personnel will be made aware of the availability of beds. If beds are not available, enforcement will be suspended by the chief of police.

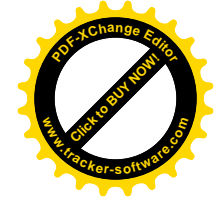
Enforcement Posture

EPD will enforce the municipal camping law. When enforcing the camping law, officers will ensure each person is told where they can obtain shelter and other services. That consultation will be noted as a field interview in CAD or a hard copy FI. When an arrest takes place, the narrative portion the citation or arrest report, will note that services were offered, the availability of beds and the number of previous FI's or warnings documented. Based on this information and the present circumstances, officers will decide whether a custodial arrest, citation or warning is most appropriate.

Daytime camping should be enforced proactively and rigorously citywide. The same process of advising where the homeless can obtain shelter and help, checking for bed availability and the existence of previous warnings or field interviews still apply.

Nobody is allowed to camp in the Palco Marsh, downtown or Old Town. Officers will consistently enforce 93.02 EMC or Penal Code 647 e.

This order is effective immediately. Sergeants please read at briefing.



**THE CITY OF EUREKA
EUREKA POLICE DEPARTMENT**

DEPARTMENT GENERAL ORDER 2016-07

DATE: December 20, 2016

TO: EPD Sworn Personnel, EPD Dispatch

FROM: Brian Stephens, Captain

SUBJECT: Light Duty Personnel and Calls for Service at HQ

Effective immediately, the following protocol will be adhered to when dispatching patrol officers, who are assigned to a Light Duty status at Eureka Police Department headquarters, to calls for service.

Light duty personnel assigned to Light Duty will handle “cold” reports over the phone or counter reports. These calls for service will be dispatched to the officers once they report they are on-duty. Calls for service will be banked for these officers, assigned to them and placed on the holding screen. It will be the responsibility of these officers to monitor their pending calls and notify dispatch when they clear one call and are out on a pending call. Counter contacts may take precedent over pending reports.

Light duty personnel generally will not be dispatched to or have any other calls for service assigned to them beginning one hour prior to their off-duty time. This will allow the officer to contact the reporting parties for any calls for service they have in their pending calls screen and make arrangements for them to contact them at a later date and time, preferably the next morning, or to handle these calls prior to going off-duty. If a reporting party doesn’t agree to contact at a later time then the call will be re-assigned to a patrol officer who is on-duty. This last hour will also allow the light duty officer to complete reports and submit them for approval or pend them for completion at a later time.

Nothing in this order supersedes the Watch Commanders ability to adjust the order due to circumstances that possibly could arise.



**THE CITY OF EUREKA
EUREKA POLICE DEPARTMENT**

M E M O R A N D U M

DATE: November 9, 2016

TO: All EPD Personnel

FROM: Stephen Watson, Captain, Investigations/Service Area 1 Commander

SUBJECT: Updated Procedure for Impounding Dogs at EPD

Eureka Municipal Code Section 91.050 authorizes the Animal Control Officer (ACO) to: “*charge, receive and collect fees and charges for service and impounding animals as shall be established from time to time by resolution of the Council.*” The following procedures for picking up and impounding dogs at EPD have been recommended by ACO Celeste Villarreal and are effective immediately. This is primarily intended for those times when the ACO is not on-duty or is otherwise unavailable.

It is up to the discretion of the Watch Commander whether a dog is held here at EPD or taken directly to the Humboldt County Animal Shelter (HCAS). Dogs should only be kept at EPD if it is highly likely someone will come for them within 24 hours of impound and Animal Control will be on duty at some point during that time.

If the dog is injured or ill it needs to be given veterinary attention as soon as possible. EPD has a \$250.00 per animal allowance for veterinary care. After-hours emergency service is available through Sunnybrae Animal Clinic (822-5124). During regular business hours, our vet of choice is Broadway Animal Hospital (442-5717). Whether or not an animal needs to be taken to the vet is up to the discretion of the Watch Commander. Once an animal has been given veterinary care, we need to transport it directly to HCAS. It should not be brought back to EPD.

Note: The \$250.00 allowance is for dogs EPD takes to the vet. If a citizen finds a loose dog and provides vet care, it does not qualify for the allowance.

In cases where a dog is being transported to EPD or directly to HCAS, notify dispatch and provide a description. This assists the dispatchers when a possible owner calls inquiring about their missing pet. The Watch Commander shall also be notified when a dog is brought to EPD so he/she can ensure arrangements are made for its care when applicable.



When transporting a dog to HCAS from EPD, be sure to communicate the original CAD or case number to dispatch (via MCT or by direct notification) *if* the transport generates a new call number. (Closed CAD calls cannot be re-opened after 12 hours.)

If the dog's owner was arrested:

1. Inform the owner that they will be subject to impound fees.
2. Ensure the dog is secure in a kennel with food, water and bedding.
 - a. Supplies, including dog food, are on the shelf under the overhang. Please only provide one bowl of food proportionate to the dog's size per 8 – 10 hours.
3. Fill out the Agency Animal-In Form (you can find these forms in the briefing room) and place one copy in the briefing book and a second copy on the front desk in Records. The original copy goes to the ACO.
 - a. Be sure to include the owner's information and the case number or CAD number.
4. If it is anticipated the owner will remain in custody longer than 24 hours, the dog should be transported directly to HCAS as soon as staffing permits.

Whenever someone picks up an impounded dog from EPD they are subject to the animal impounding fees (currently \$75.00). Records has this information. Be sure to note if the dog is intact (unaltered) or not because this affects the fees. (Currently there is an additional \$50.00 fee for first and second offenses with an unaltered dog, and an additional \$100.00 fee for the third offense. If you can't tell, just write "unknown."

If the owner appears unlikely to be able to pay the impound fees due to their current economic situation, consider taking the dog directly to HCAS rather than impounding here.

If the owner was injured due to being the victim of a crime or traffic accident, the dog can be kept at EPD when it appears likely someone will be able to come get it within 24 hours and we are able to care for it while it is here. Otherwise, the dog should be taken to HCAS. If the owner (or their designee) picks it up from EPD, the impound fees should be waived. An Agency Animal-In form still needs to be filled out and given to the ACO with a copy placed on the front counter in Records.

If the dog was loose and there is no known owner, it should be taken to HCAS as soon as possible so they can check it for a microchip and attempt to find its owner.

Note: We do not have the facilities to house dogs at EPD for longer than 24 hours. After 24 hours (maximum), they need to be transported to the HCAS. If Animal Control is not going to be here within 8 hours of the impound time, arrangements need to be made for someone to care for the animal - feed, water, and exercise; or the dog needs to be taken to HCAS.

The Records Section collects animal impound fees during business hours. Because impoundment fees cannot be collected on the weekends (or holidays), dogs acquired after 1600 hours Friday - 1000 hours Sunday should be transported to HCAS as soon as feasible. Owners should be advised to contact HCAS rather than EPD for release of their dog in these situations. However, the ACO and Watch Commanders have the authority to waive impound fees and release dogs at any time.